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TOWING SERVICE TO REMOVE AUTOMOBILES FROM STREETS

What problems are involved when a city removes automobiles from streets? What procedures should be followed to insure honest and efficient towing service?

The average city police department becomes involved in towing away motor vehicles under a variety of situations: the illegally parked car, the apparently abandoned vehicle, the vehicle in an accident, the vehicle obstructing snow removal or street cleaning operations, and the vehicle obstructing traffic caused by mechanical failure. It would seem that providing this service would not cause any serious problems. Recent inquiries to MIS indicate, however, that towing vehicles presents several problems.

First, the city must decide whether to provide this service directly or to make arrangements with private tow truck operators to furnish the service. The city has an obligation to insure that vehicles towed on police orders will be handled with efficiency and at reasonable prices.

Second, information gathered for this report indicates that towing vehicles can lead to dishonesty among operators and among policemen. Consider a recent news report of the *New York Herald Tribune* (November 22, 1960, front page), under the headline "Tow Shop Repairs Car, Then Sledge-Hammers It:"

... The tow car racket was first exposed in Queens several weeks ago and reportedly involved open-palmed police who worked in league with these "goons." These garage operators were allowed to doctor their truck radios to receive police calls, thereby enabling them to intercept them and speed to road emergencies. Also some police called these operators even before they [the police] "rolled" on the accident.

The news item explained that a woman involved in an accident had signed an authorization to repair her car while she was still in shock immediately after the accident. The tow truck operator repaired the car for a total of \$1,454, some \$550 more than the car was worth. When the woman could not pay, the garage deliberately smashed the car up and then sold it at an auction.

And New York is not the only city that has faced the graft problem in towing operations. Many other cities at one time or another wrestled with procedures to insure proper, efficient, and honest service. Cincinnati, long recognized to have an excellent and honest police department, found it necessary to revise procedures in 1951 because of the "pay-off" to a very small minority of the police department.

The city government's objectives are (1) to keep the streets clear for moving traffic, and (2) to ensure prompt, adequate, and reasonably priced towing service. The towing of vehicles unfortunately offers opportunity for "hanky panky." Municipal procedures and policies can, however, mitigate the opportunity and at the same time help in providing efficient service. The areas to consider are:

1. Should the city directly operate tow trucks or should it contract the function?
2. If contracted, how should the operator be chosen and on what conditions?
3. What procedures should a policeman follow when ordering a vehicle towed?
4. What charges should be made, if any?

This report is based primarily on information supplied by 10 cities: Phoenix, Arizona;

Long Beach, Oakland, and San Diego, California; Des Moines, Iowa; Kansas City, Missouri; Dayton, Ohio; Dallas and Fort Worth, Texas; and Tacoma, Washington. Its purpose is to suggest possible means of avoiding pitfalls inherent in this relatively small activity.

Should the City Provide the Service?

Generally cities do not directly provide tow truck service in case of accidents. When it is necessary for the police officer to call a wrecker, procedures should be established to insure honest service. These are discussed below.

As indicated, vehicles may have to be towed for other reasons. A number of cities have established tow-away zones. Any car illegally parked in such an area is removed so that all lanes of traffic may flow freely. It is in connection with the illegally parked car that some cities operate tow trucks directly. Out of the 10 cities, only Kansas City, Dallas, and Des Moines operate tow trucks. Des Moines also uses a contract operator to tow abandoned vehicles on order of the police department. The decision of whether or not the city should operate its own trucks will depend on several factors.

First, the work load. The extent of the illegal parking problem and its seriousness must be determined. If the work load requires the services of a truck every day many cities lean toward operating their own equipment. The experience of Kansas City, Missouri, as reported by the director of research and budget, favors direct city operation: "Our police department has considered tow-away of illegally parked cars to be unsatisfactory for some time. From their standpoint, the contract operator has allowed his equipment to deteriorate, has engaged inferior personnel, and has done a generally slipshod job...."

In April, 1960, Kansas City began operating five wreckers and planned to add a sixth as soon as possible. Obviously, the work load depends to a large extent on the policies of the city in towing away vehicles — that is, under what circumstances.

The second major consideration is cost. Frequently it is more economical for the city to contract the service. Kansas City's initial cost will be about \$104,000, including the purchase of the six trucks. On the other hand the city can recover the cost by towing fees and, if the law permits, the selling of abandoned vehicles. Kansas City expects revenue of \$200,000, principally from the sale of abandoned cars.

A third factor is storage space. When the city operates its own equipment it must have space to store vehicles. When a private operator is employed, he can be required to store vehicles. The city can also reduce its storage problem by only towing abandoned cars in for storage; all illegally parked cars can be moved "around the corner." This policy is followed by Des Moines.

A fourth consideration is existing equipment. Dallas owns wreckers as part of the central garage operation. This equipment is available to the police to remove illegally parked cars. Personnel must be available to operate the equipment when needed most, frequently during the rush hours.

City operation largely removes the opportunity for "hanky panky." There are ways, however, to control private operation that can provide safeguards. The decision is one that each city will have to make. Elder Gunter, city manager of Des Moines, sums up the problem as follows:

I am not sure that I can give you any recommendations as to which is the better method. I think this depends entirely upon the circumstances that exist in each city. Cost, the quality of service rendered by the contractor, and the policy of the city relating to the impounding of the automobiles are factors that must be considered in making a decision. If the towing service rendered by contract is of high quality, I would certainly recommend such an arrangement because towing equipment is expensive for the city to operate and there certainly are problems of assigning personnel to operate the equipment because it is used most frequently during the rush traffic hours and the snow removal season. As I have stated, when automobiles are towed with city trucks, they are not impounded. If it were the city's policy to impound these vehicles, it would require storage space and require much more time for administration than it does by contract. On the other hand, in a city of our size which has a central garage and over 400 pieces of equipment, it is necessary to have at least one city tow truck to service the city vehicles.

How Is A Private Operator Chosen?

Methods. When a city uses private tow truck operators, the method of selection is important. If no system is established and the policeman has discretion as to the operator to call, the inherent possibility of the pay-off provides extreme temptation. Thus the procedure followed in employing the operators is important. The eight cities (including Des Moines) with contract operators use four different systems.

1. Formal Contract. The formal contract is used by Oakland, Long Beach, and Des Moines. All three cities solicit bids. Long Beach and Oakland divide the city into districts, awarding a contract to a bidder from each district. In receiving bids several approaches can be taken. Long Beach receives bids on the basis of a lump-sum payment which the bidder is willing to pay for the privilege of receiving the business of removing vehicles as ordered by the police department. The city receives a total of \$11,105 from the three operators for a three-year agreement. Des Moines accepts bids on the basis of what the operator will charge for towing vehicles. Interestingly, after a bad experience, the city accepted the highest rate bid. Appendix A shows Des Moines's "Instructions and Specifications for Towing and Storage of Vehicles."

2. Rotation List. A number of cities establish rotation lists of tow truck operators. This procedure is followed by Phoenix and Fort Worth. Fort Worth's system illustrates the use of the rotation list. Calls are rotated among the wrecker firms operating within zones assigned by the police department. The city has no formal contract for wrecker service, but these firms must apply to the police department for a license and for inclusion on the rotation list. All wrecker firms are included provided they meet liability insurance, safety, and equipment standards required by the general license ordinance.

3. Police Department Selection. Tacoma and San Diego follow a system of having the police department select one operator to serve a district. Selection is based on the operator's location, hours of operation, adequacy and availability of equipment, and housing facilities. Tacoma requires by ordinance that "it shall be unlawful for any person, firm or corporation . . . to tow or otherwise remove motor vehicles from the scene of an accident disability or impounding pursuant to a request from the police department . . . without first obtaining a license. . . ." Subject to approval by the city council, the city manager is given authority to promulgate rules and regulations as to procedure to be followed by the licensed operators and to establish towing charges. The operator pays a \$25 annual fee. City Manager David D. Rowlands of Tacoma reports that this system works well and no opposition to the means of selection has been encountered, primarily because there are only a few operators who qualify and the volume of work is small.

4. Informal Agreement. Dayton operates under a city council-approved informal agreement with six garages that operate tow trucks. Dayton does not select the operators on a bid basis since there are seldom two garages in the same district that can provide 24-hour service and meet other requirements.

The different methods used seem to provide honest service. The major elements in selecting a method are the amount of work, number of qualified operators, whether it is necessary to district the city, and the financial arrangements. Where the volume of work is small, where there are few operators, and where the city will not directly be involved financially, it appears unnecessary to select operators on a formal basis.

Conditions of Agreement. When a city uses private operators certain conditions should be established that the operator must meet. Among the cities surveyed requirements vary in detail but not as to basic provisions. Factors to consider are:

1. Service. When either a formal or informal agreement exists, the city usually requires 24-hour service, seven days a week.

2. Personnel. The operator should have qualified employees, and someone should be on duty at all times to avoid delays.

3. Equipment. Some cities require that the operator have more than one wrecker. For instance, Dayton requires each operator to have a minimum of three tow trucks to insure that fast

service is available during peak periods. Oakland also requires a minimum of three tow trucks, and further that no less than two operators shall be on duty except between the hours of 2:00 and 8:00 a.m. during which time at least one operator will be on duty.

Equipment standards should be established. San Diego requires that all trucks be rated at a three-fourth ton capacity and be equipped according to the standards laid down by the California Vehicle Code. The Code requires, among other things, proper lighting (flashing red light and a portable light that can be attached on the rear of the vehicle being towed), portable warning signs to be used when traffic will be obstructed, and brooms, shovels and fire extinguishers. The California requirements may serve as a guide in developing equipment standards (see Appendix B).

4. Reports. Cities should require that the contract operator immediately upon removal of a vehicle supply a written report describing such vehicle. Des Moines requires the following information: make of vehicle, license number, motor number, number of tires and serial number of each, tools and other personal property found in the vehicle, and a general description of the car with regard to the general condition, damage, and other pertinent information.

5. Storage. Oakland, San Diego, Long Beach, Des Moines, and Dayton report that the operator must provide storage for vehicles impounded. The bid specifications of Long Beach are more detailed as to storage. Often area storage must be enclosed with a solid wall or a substantial wire fence not less than six feet in height. The top of the wall or fence must be lined with barbed wire.

Oakland's contract states: "Contractor will maintain a storage garage and keep available in said garage or in an off-street protected parking area sufficient storage space for all vehicles towed by the owner thereof or otherwise disposed of." This requirement eliminates the necessity for the city to provide space. On the other hand it is more difficult to insure that impounded cars are not damaged in storage.

6. Financial Arrangements -- Rates. Most cities establish rates but have the operator collect all charges. Des Moines accepts responsibility for all charges that are considered uncollectible after 60 days. The city paid the contractor \$1,946 in 1959, but received \$2,770 by the sale of abandoned vehicles. On the other hand, Oakland refuses to accept responsibility for any uncollectible accounts even though the city dispatched the service. Phoenix, because of state law, pays all tow charges but in turn bills the vehicle owner. The types of rates are discussed in more detail below under "What Charges Should be Made?"

7. Responsibility for Damage. Some agreements state that the operator must assume all responsibility for damage done during the towing and while vehicles are stored.

8. Performance Bond. Des Moines requires that the tow truck owner file with the city a performance bond for \$1,000 to insure the "safekeeping of impounded cars, accessories, and personal property, and to indemnify and hold harmless the city from any, and all costs, expenses, and liabilities for damages, and injuries to persons or property, and liability of any kind or nature whatsoever arising from or growing out of the performance of the services required."

9. Insurance. Another approach to safeguard the city is to require the operator to carry insurance that covers and holds the city harmless on damage claims. Oakland requires a public liability policy in the amount of \$100,000-\$200,000 and property damage coverage of \$25,000.

10. Release of Vehicle. An operator that tows and stores the vehicle should not be allowed to release it except upon written authorization of the police department.

11. Condition of Street. It is advisable to place responsibility on the operator for removing from the street all broken glass and other matter in the street because of an accident.

12. Districts. The agreement should make clear what district the tow truck will operate in, if any.

13. Protection of Evidence. Some agreements contain a clause to hold the operator responsible for possible evidence: Long Beach requires: "Each contractor shall take all reasonable precautions required by the police department to avoid damage to any evidence, such as fingerprints or stains. Vehicles taken into custody which involve evidence shall be stored in an impounded area secured from unauthorized persons."

What Procedures Should the Police Adopt?

As important as the choice of an operator, assuming that the city will not operate its own wreckers, are the procedures established for police calling a tow truck. Such procedures should cover all conditions under which a police officer is authorized to have a car towed. The procedures should be published as "general orders." Oakland, California, police department regulations provide a good guide. Subjects covered are:

Conditions Warranting Towing of Vehicles. General orders should clarify the conditions and circumstances where a police officer can order a vehicle towed. Those conditions and circumstances, as has been stated, can vary depending on state law and local ordinances. A good example of one condition under which a vehicle may be towed is set forth in the rules and regulations of Oakland, California:

A vehicle illegally parked on private property may be towed therefrom only under the following conditions:

- (1) when it is found on private property and a report has previously been made that such vehicle has been stolen or a complaint has been filed and a warrant thereon issued, charging that such vehicle has been embezzled;
- (2) when it has been abandoned there without the consent of the owner or person in lawful possession or control of the property, and when the officer handling the case has reasonable grounds for believing it to be abandoned.

Calling a Tow Truck. The officer who wants a tow truck should report such need to police headquarters who in turn will call a wrecker. Oakland has a police officer do this by phone, calling the records and communication division. When the officer calls he furnishes the basic information necessary, such as the make of car, motor number, color, location, and license number, and indicates whether it is necessary to place a "hold" on the vehicle.

The Oakland regulations also allow the officer to request a wrecker by the use of radio if field conditions make this necessary. The radio dispatcher then relays the message to the records division which calls the proper tow truck operator. The officer must then, as soon as possible, communicate with the records division by telephone and furnish all the necessary information.

Waiting for Tow Truck. Except where the owner of a vehicle has requested the officer to obtain a wrecker, the officer should stand by until the tow truck arrives. If the owner has requested the tow, the police officer should ascertain if the owner has a preference as to the garage he wishes called and if he can wait for the vehicle. The police officer then notifies central headquarters of the owner's preference, if any.

Citation. If the vehicle is being towed for a violation, the officer should write the citation at the scene of the tow. The defendant's copy can be attached securely to the vehicle. The remaining copies of the citation then are processed in the usual manner.

Property List. Except where the owner is present and remains with the automobile, the officer should be instructed to fill out a property inventory list. This list should include all accessories that are not standard equipment on the vehicle and all personal property of any nature which may be in or on the vehicle. The officer should make this inventory in the presence of the tow truck operator prior to the removal of the vehicle. The form should bear both the signature of the officer and of the operator who witnessed it. If the city follows a policy of removing an illegally parked car just around the corner this procedure is not always followed. Figure 1 illustrates a form published by the Traffic Institute of Northwestern University that is used for this purpose.

One further notation. If the city stores towed vehicles, but uses a private operator, the truck operator when he arrives at the place of city storage should turn over his copy of the inventory and have it signed by the person in charge of the storage area.

Release of Towed Vehicles. It is just as important to establish definite procedures on the release of any vehicle that is towed to a place of storage. This is important to prevent the vehicle being held for evidence from being removed. The person who obtains the car should indicate whether he is the legal or registered owner of the vehicle or if he is acting as the legal owner's agent. Further, there may be occasions when an authorized agent of a repossessing company appears to obtain the release of the vehicle. Whenever anyone except the legal owner obtains the vehicle he should be required to sign a form indicating that he accepts custody of the car and its contents. All releases

PROPERTY TAKEN INTO CUSTODY

OWNER OF VEHICLE		PHONE NO.		<input type="checkbox"/> Accident		NUMBER		CASE OR FILE NUMBER	
ADDRESS				ON AT IN					
VEHICLE Make, year		VEHICLE Registration number		Street or road					
LOCATION OF VEHICLE		DRIVER Name and location		Intersection with or distance from					
WHY TAKEN IN CUSTODY		LOCATION OF PROPERTY		City, County					
				HOUR		m.		DAY MONTH 19	

Equipment of Vehicle			Property from Vehicle			Property from Persons		
TIRES Number including spare			Describe BUNDLES, BRIEFCASES, SUITCASES, CASES KITS,			NAME PHONE NO.		
HUB CAPS WHEEL RINGS								
<input type="checkbox"/> Radio <input type="checkbox"/> Heater <input type="checkbox"/> Clock <input type="checkbox"/> Lighter <input type="checkbox"/> Cushions <input type="checkbox"/> Horns <input type="checkbox"/> Rear view mirror <input type="checkbox"/> Side view mirror			Empty Locked			ADDRESS		
EXTRA LIGHTS <input type="checkbox"/> Spot			Trunk			CURRENCY \$ KEYS Number		
<input type="checkbox"/> Fog <input type="checkbox"/> Other								
TOOLS <input type="checkbox"/> Jack			Glove compartment			RINGS Number OTHER JEWELRY Pieces		
<input type="checkbox"/> Jack handle <input type="checkbox"/> Wrench								
<input type="checkbox"/> Other			LOOSE CLOTHING Number			<input type="checkbox"/> Wallet <input type="checkbox"/> Purse <input type="checkbox"/> Watch <input type="checkbox"/> Lighter <input type="checkbox"/> OTHER		
Describe general condition of vehicle, give damage if not in accident report.								
			Suits, mens, womens			NAME PHONE NO.		
			Coats, rain, top, over			ADDRESS		
			Dresses, slacks, skirts			CURRENCY \$ KEYS Number		
			Shoes, boots			RINGS Number OTHER JEWELRY Pieces		
			Hats			<input type="checkbox"/> Wallet <input type="checkbox"/> Purse <input type="checkbox"/> Watch <input type="checkbox"/> Lighter <input type="checkbox"/> OTHER		
			Other			NAME PHONE NO.		
			<input type="checkbox"/> CAMERA Make, type <input type="checkbox"/> TOOLS Describe			ADDRESS		
			SPORTS EQUIPMENT			CURRENCY \$ KEYS Number		
			<input type="checkbox"/> Tennis <input type="checkbox"/> Golf <input type="checkbox"/> Fishing <input type="checkbox"/> Other			RINGS Number OTHER JEWELRY Pieces		
			OTHER			<input type="checkbox"/> Wallet <input type="checkbox"/> Purse <input type="checkbox"/> Watch <input type="checkbox"/> Lighter <input type="checkbox"/> OTHER		

	Vehicle	Property	Date	Time
Taken into custody by				
Witness				
Property held by				
Returned to				

The Traffic Institute, 11-54

C. N. 228.106, S.N. 2042

Source: Reprinted by permission of the Traffic Institute of Northwestern University

Figure 1 – Property Taken Into Custody Form

of a complicated nature involving repossessions, corporation ownership and so forth should be approved by police officers directly involved in investigating auto thefts.

What Charges Should Be Made?

When a person has his vehicle towed and impounded, particularly for illegal parking, he is apt to be considerably annoyed. The preceding discussion emphasized the need to establish clear procedures of selecting operators and in towing vehicles to provide efficient and honest service. One of the real annoyances to a vehicle owner can be the charges made.

Three types of charges are frequently made: tow charges, storage charges, and a fine for a parking violation. Some cities, such as Des Moines, make no towing charge if the car is only moved around the corner but do issue a traffic violation citation.

To avoid misunderstanding, rates should be clearly standardized. This is done at the time of selection. As has been indicated, the rates to be charged can form the basis of the bid, Des Moines' procedure; the bids can be accepted on another basis with the rates to be charged stipulated in the specifications, Long Beach's procedure; the rates can be stipulated in a formal or informal agreement, Oakland's procedure; or the rates can be established by city policy and those desiring to be included on a rotation list accept the rates, Tacoma's and San Diego's procedure.

Rates frequently are established to cover a variety of situations: Oakland's covers (1) towing of vehicles not involved in an accident, (2) towing of vehicles involved in an accident, (3) removing vehicles from below road grade (in a ditch), (4) for appearing as ordered by the police, but not being needed ("dry runs"), and (5) for difficult towing jobs which require abnormal time and labor. Sometimes the rates also are broken down by the type of vehicle involved. Storage rates are also established. The suggested rate schedule of San Diego appears as Figure 2. The San Diego rate schedule recognizes other factors such as the distance of the tow.

A Final Word

Towing vehicles can be a public relations problem. If the city adopts a policy of towing illegally parked cars, the public should be well aware of the problem. Besides general publicity of the policy those areas designated as a "tow-away area" should be clearly marked by signs. If the driver returns to an unattended car a police officer has ordered towed, he (the police officer) should not continue the process even if the car must be detached from the wrecker. Not taking the car into custody is a form of tolerance creating a favorable attitude of reasonableness towards the police. A citation, of course, should be issued. The city should not overlook the public relations problem inherent in towing away vehicles any more than it should create the opportunity for dishonesty and poor service.

Acknowledgement. Management Information Service wishes to thank the officials of the 10 cities who supplied the information for this report.

Note: This report was prepared by William E. Besuden, staff member, the International City Managers' Association.

TOW CAR GUIDE

Operating Procedure

Following the suggestion of the San Diego Police Department (Traffic Division) that they believe it practical to have an established guide for tow car rates, depending upon the characteristics of the tow to be performed, the following is suggested as a guide in this connection:

ACCIDENTSTow Truck and Operator:

1 mile	\$7.50
Next 4 miles	1.00 per mile
Thereafter50 per mile
Night rate (6:00 PM to 6:00 AM)	2.50 additional

STRAIGHT PICKUPS - 24 HoursTow Truck and Operator:

1 mile	\$5.00
Next 4 miles	1.00 per mile
Thereafter50 per mile

NOTE: MILEAGE TO BE COMPUTED ONE WAY ONLY

DRY RUNS - \$3.00

STORAGE - Metropolitan Inner Fire Zone No. 1
(Beech Street to Bay to 16th Street) \$1.00 per day

STORAGE - All Other Zones \$.75 per day

DOLLY JOBS:

50% additional of base rate
Minimum including labor charge, loading and
unloading . . \$7.50

1/2 to 3/4-ton pickups and panels (empty) -
same as passenger cars.

1-ton to 2-ton trucks (empty) -
50% ADDITIONAL OF BASE RATE.

All above prices based on tow truck and one (1) operator.
ALL ABOVE OPERATIONS ALLOW 15 MINUTES AT
SCENE WITH NO EXTRA CHARGE

Extra man - \$4.00 per hour (if needed).

Labor at scene at rate of \$2.50 per 1/4 hour.

All charges, when made, are subject to hazards, conditions, equipment needed and liability to property involved.

Figure 2 — San Diego, California, Rate Schedule, Tow Truck Operations

Appendix A

INSTRUCTIONS AND SPECIFICATIONS

for

TOWING AND STORAGE OF VEHICLES,
DES MOINES, IOWA

SEALED PROPOSALS will be received at 10:00 o'clock A.M., Wednesday, December 16, 1959, in the Office of the Purchasing Agent, Room 209, City Hall Building, Des Moines, Iowa, for:

TOWING AND TOWING AND STORAGE of Impounded
Cars and Motor Vehicles for the year 1960.

The City Council desires to designate a privately-owned public garage for use for the removal and impounding of vehicles illegally parked, or reasonably appearing to be abandoned, or for any other reason that they might have, from the streets of the City.

The successful bidder shall, upon order or direction of any Police Officer, remove and/or impound any vehicle as ordered and directed by said Police Officer at any time when called upon to do so.

The successful bidder immediately upon removal of and/or impounding of any vehicle shall prepare a written report of the description of such vehicle, which report shall include:

1. Make of car.
2. License number.
3. Motor number.
4. Number of tires and serial number of each.
5. Tools and other separate articles of personal property.
6. General description of the car with regard to the general condition, damaged parts, and such other information as may be necessary to adequately describe the vehicle and property impounded. A copy of the report to be signed by the successful bidder and be delivered to the Chief of Police.

Any vehicle that is not claimed by the owner within three (3) days shall be reported to the Chief of Police, together with complete description.

Towing fee in excess of the base bid may be charged only in the event that the towing service required unusual or extraordinary time and labor.

The storage fee will be paid at the rate bid for each twenty-four (24) hours or fraction thereof, however, arrangements may be made by the owner of the vehicle with the successful bidder for a reduced dead-storage rate.

Whenever impounded vehicles are claimed by the owner, the successful bidder shall furnish the owner with an itemized statement of all charges made for the impounding of the vehicle, and upon the release of said vehicle to secure from the owner a complete receipt and release for the vehicle and all other personal property contained therein.

In the event it shall be necessary to sell any of the impounded vehicles, pursuant to the provisions of the laws of the State of Iowa, or ordinances of the City of Des Moines, the sale may be held upon the premises of the Contractor and the disposition of the proceeds of the sales shall be made in accordance with the provisions of the State Statutes and the Ordinances of the City of Des Moines. The City of Des Moines shall not be held responsible or liable to the contractor for any such towing or storage fees, in excess of the amount brought at said sale. The sale to be conducted by the Chief of Police, or other officer duly authorized by him to conduct the sale.

INSTRUCTIONS AND SPECIFICATIONS—continued:

Clearing of cars and vehicles from the streets as ordered by a Police Officer. The successful bidder shall be required to charge the owner or driver of the car or vehicle at the rate stipulated in their proposal. In the event the successful bidder fails to collect said fee from owners within sixty (60) days after date of service rendered, then the successful bidder shall promptly bill the City for such fee at the rate accepted in the contract, and the City agrees to make payment thereof. The successful bidder shall furnish the City Manager within ten (10) days after the end of each calendar month a statement in writing showing each trip taken in respect to Police calls upon which payment is demanded of the City, together with the name of the owner (and address) of the vehicle or car, the date and time of the trip and address to which the trip was made. The City of Des Moines will not be liable for any charge for the moving of a vehicle or car to any location other than that designated by the Police Officer.

The successful bidder shall provide and maintain and have available at all times, adequate tow trucks and personnel necessary to perform the service, also maintain facilities for storage of vehicles as may be required.

The successful bidder shall furnish the City a Performance Bond in the sum of One Thousand Dollars (\$1,000.00), conditioned for the safekeeping of impounded cars, accessories and personal property, and to indemnify and hold harmless the City from any and all costs, expenses and liability for damages and injuries to persons or property, and liability of any kind or nature whatsoever arising from or growing out of the performance of the services required.

Each proposal shall be addressed to the Purchasing Agent, Room 209, City Hall Building, Des Moines, Iowa, be endorsed with the name of the bidder and plainly marked "TOWING AND STORAGE."

Each bid must be accompanied by either a Certified Check or Cashier's Check, drawn on a responsible bank doing business in the State of Iowa and made payable to the "City Treasurer of the City of Des Moines," in the amount of One Hundred Dollars (\$100.00), in a separate envelope as a guarantee that the bidder will enter into contract.

The right is reserved by the City of Des Moines to accept the bid which, in the judgment of the City, is most advantageous to the City, to waive any irregularities in any bid, to reject any or all bids, or to readvertise if desired.

Appendix B

STATE OF CALIFORNIA TOW CAR REQUIREMENTS

VEHICLE
CODE
SECTION

615. TOW CAR DEFINED. "A 'tow car' is a motor vehicle which has been altered or designed and equipped for and exclusively used in the business of towing vehicles by means of a crane, hoist, tow bar, tow line, or dolly or is otherwise exclusively used to render assistance to other vehicles."
22513. STOPPING OR PARKING. "The owner or operator of a tow car who complies with the requirements of this code relating to tow cars may stop or park such tow car upon a highway for the purpose of rendering assistance to a disabled vehicle."
24605. REAR LIGHT. "Tow cars used to tow a vehicle shall be equipped with and carry a portable electrical extension cord for use in displaying a light on the rear of the disabled vehicle. The length of the extension cord shall not be less than the length of the combined vehicles and whenever a disabled vehicle is towed during darkness and the rear lamps on the disabled vehicle cannot be lighted, the tow car operator shall provide for a rear light by means of the extension cord."
25253. STEADY OR FLASHING RED LIGHT. "Tow cars used to tow a vehicle shall be equipped with a flashing or steady red light mounted on top of the cab of the tow car or on the top of the crane or hoist, if such light can be seen from the front of the tow car. The light shall be visible for a distance of 1,000 feet, and shall be mounted in such a manner that it can be securely fastened with the lens of the lamp facing the rear of the tow car upon which it is mounted."
25254. USE OF REQUIRED RED LIGHT. "When standing at the location from which the disabled vehicle is to be towed, the operator of a tow car may unfasten the red light and place it in any position deemed advisable to warn approaching drivers. When the disabled vehicle is ready for towing the red light shall be turned to the rear of the tow car upon which it is mounted and securely locked in position."
25255. PERMITTED RED LIGHTS. "Additional red lights may be displayed at either or both sides of a tow car as the case may warrant during the period of preparation at the location from which the disabled vehicle is to be towed."
25302. WARNING DEVICES. "Every tow car used to tow a vehicle shall:
- (a) Be equipped with not less than two red flares, two red lanterns, or two warning lights or reflectors.
 - (b) Be equipped with at least two highway warning signs of a uniform type prescribed by the Department and shall be so designed as to be visible both day and night."
25303. DEVICES USED DURING DAYTIME. "The operator of a tow car used for the purpose of rendering assistance to other vehicles shall, when the rendering of assistance necessitates the obstruction of any portion of the roadway outside a business or residence district, place a highway warning sign 100 feet in advance of, and 100 feet to the rear of, the disabled vehicle."
25304. DEVICES USED DURING DARKNESS. "When a motor vehicle is disabled on the highway during darkness, the tow car operator shall immediately upon arrival place warning signs upon the highway as prescribed in Section 25303, and in addition shall place not less than one red flare, red lantern, warning light, or reflector in close proximity to each warning sign."

27700. BROOM, SHOVEL AND EXTINGUISHER. "Tow cars shall:

- (a) Be equipped with one or more brooms, and the driver of the tow car engaged to remove a disabled vehicle from the scene of an accident shall remove all glass and debris deposited upon the roadway by the disabled vehicle which is to be towed.
- (b) Be equipped with and carry a shovel, and whenever practical the tow car driver engaged to remove any disabled vehicle shall spread dirt upon that portion of the roadway where oil or grease has been deposited by such disabled vehicle.
- (c) Be equipped with a fire extinguisher of at least two-quart capacity of a type capable of extinguishing a fire of flammable liquid."

27907. SIGNS, TOW CAR. "There shall be displayed in a conspicuous place on both the right and left side of a tow car used to tow vehicles, a sign showing the name of the company or the owner or operator of the tow car. The sign shall also contain the business address and telephone number of the owner or driver. The letters of the sign shall be not less than 2½ inches in height and the lettering shall be in contrast to the color of the background upon which they are placed."